

**FUNERAL DIRECTORS EXAMINING BOARD MEETING  
MINUTES  
DECEMBER 2, 2003**

**PRESENT:** Bonnie Gift, J.C. Frazier, Roy Pfeffer, Rick Unbehaun, Connie Ryan

**STAFF PRESENT:** Jerry Lowrie, Bureau Director, Jacquelynn Rothstein, Legal Counsel, Pat Schenck, Program Assistant and Division of Enforcement Staff.

**GUESTS:** Erin Longmire, Funeral Service Alliance of Wisconsin (FSA)  
Barbara Schuler, WI Technical College System  
Mark Paget, Wisconsin Funeral Directors Association

**CALL TO ORDER**

Roy Pfeffer, Chair, called the meeting to order at 9:31 a.m. A quorum of five members was present.

**AGENDA**

**Correction to Agenda:**

- Item 13 c. i. 02 FDR 024

**MOTION:** Bonnie Gift moved, seconded by J C Frazier, to approve the agenda as corrected. Motion carried unanimously.

**APPROVAL OF MINUTES (09/16/03)**

**MOTION:** Rick Unbehaun moved, seconded by Connie Ryan, to approve the minutes of September 16, 2003 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT  
JERRY LOWRIE, BUREAU DIRECTOR  
BOARD ROSTER**

The Public member vacancy was discussed. Jerry Lowrie requested that the Board members could submit names to the governor's office for new members and outlined the procedure for applying on-line directly to the Governors office web-site at [www.gov.state.wi.us](http://www.gov.state.wi.us)  
Mr. Lowrie will check on Connie Ryan's confirmation with the Senate.

**DRL STAFF DIRECTORY**

Information only.

## **MEETING DATES FOR 2004**

A request was made to change the October 27, 2004 date to early November on a Tuesday.

The Board requested that the Department schedule six meetings in 2004, and that the day be changed back to a Tuesday.

**MOTION:** Bonnie Gift moved, seconded by J. C. Frazier, to request that the Department schedule six meetings for 2004 and change the meeting day to Tuesdays.  
Motion carried unanimously.

## **TO-DO LIST**

Jerry Lowrie reported on Cremation Bill LRB 1045. This bill now has a sponsor from the Kenosha area. This bill passed the first hearing where it was sent to Small Business Committee and passed and is currently at Joint Finance.

Staff shall notify subscribers of agendas when a meeting has been cancelled, only if it had been noticed to the public, prior to the meeting date.

When there are no cases to be screened for the Division of Enforcement, staff will not include the screening panel on the agenda so Board members will know that they will not be screening cases prior to the regular scheduled Board Meeting.

## **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES**

Noted.

## **DEPARTMENT'S RESPONSE POLICY TO QUESTIONS ON PENDING COMPLAINTS**

Information only.

## **TRAVEL DEPARTMENT TRAVEL POLICY**

The Department will fund one Board members travel expenses per fiscal year. If the Association offers to fund one Board member's travel expenses, the Department could send a 2<sup>nd</sup> Board member or staff member to the same meeting.

Rick Unbehaun will be attending the International Conference of Funeral Services Executive Board on April 23 – 25, 2004, at St. Louis MO.

**LEGISLATIVE UPDATE  
SB-274/AB-559-CREMATATION BILL**

SB-274/AB-559 – Cremation Bill is currently at the Joint Finance Committee. Erin Longmire, Funeral Service Alliance of Wisconsin (FSA) reported that the bill is having difficulty moving in the Senate. Possible amendments to this Bill in the Senate may not be agreeable to the members of the Nursing Home Administrators and they may have difficulty supporting the final version in the Senate.

**AB-293-VETERANS BURIALS AT CEMETARIES**

AB 293 has been signed by the Governor and became law on October 1, 2003.

**LEGAL COUNSEL – JACQUELYNN ROTHSTEIN  
EMBALMING IN PLACES OTHER THAN A LICENSED FUNERAL HOME-HFS 136.03(2)**

Jacquelynn Rothstein reported that proposals in HFS 136.03(2) would permit embalming to be done in mortuary schools that are accredited by the American Board of Funeral Service Education or Medical schools approved by the Medical Examining Board. Mrs. Rothstein will be watching the Administrative Register for updates.

**FUNERAL DIRECTORS IN CHARGE OF MORE THAN ONE FUNERAL HOME**

FSA-WFDA are working on drafting language to set new criteria and definitions in a large Bill. This Bill will affect the industry. The committees are being careful not to create more problems while trying to fix one problem. Currently, memorial centers without a prep room are not required to be licensed. Funeral homes with a prep room are required to meet new building criteria and must be licensed.

**CONTINUING EDUCATION ISSUES  
STATUS REPORT – RICK UNBEHAUM, BOARD MEMBER**

Rick Unbehaun reported on continuing education issues. Credential holders will be required to sign an affidavit on the back of their renewal forms attesting to the fact that they have completed the correct amount of CE Credits required in the two year period prior to renewal. The Department will conduct random audits of CE credits.

**EXAMINATION ISSUES**

None.

**VISITORS COMMENTS**

None.

## **BOARD MEMBER ACTIVITY**

Board members reported on personal activities they've been involved in.

## **PRACTICE QUESTIONS**

None.

## **NEW BUSINESS**

None.

## **PRESENTATION OF PROPOSED STIPULATIONS BY DIVISION OF ENFORCEMENT THAT MAY BE SUBMITTED AFTER MAILING OF THE AGENDA**

## **CLOSED SESSION**

**MOTION:** Bonnie Gift moved, seconded by J. C. Frazier, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Roll Call Vote: Rick Unbehaun-yes; J.C. Frazier-yes; Bonnie Gift-yes; Roy Pfeffer-yes; Connie Ryan-yes. Motion carried unanimously.

Open Session recessed at 11:26 a.m.

The Board deliberated on the Monitoring Report, the Case Status Report and Case Closings, Proposed Stipulations, Proposed Administrative Warnings, and Pending Applications.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Rick Unbehaun moved, seconded by Connie Ryan, to reconvene into Open Session at 12:00 noon. Motion carried unanimously.

## **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

## **MONITORING REPORT**

None.

**CASE CLOSINGS**  
**03 FDR 013**

**MOTION:** Rick Unbehaun moved, seconded by J C Frazier, to close case **03 FDR 013** for insufficient evidence. Bonnie Gift abstained. Motion carried.

**ADMINISTRATIVE WARNING**  
**02 FDR 024 Michael G. Butala**

**MOTION:** Rick Unbehaun moved, seconded by Bonnie Gift, to accept the Administrative Warning for case **02 FDR 024** as written. Motion carried unanimously.

**PENDING APPLICATIONS**  
**DANIEL BRUSKEWITZ APPRENTICE RE-REGISTRATION**

**MOTION:** J C Frazier moved, seconded by Rick Unbehaun, to grant an Apprentice Funeral Director Permit extension to Daniel Bruskiewitz for one year with Bruskiewitz Forest Lane Chapel, 5355 W. Forest Home Ave. Milwaukee WI 53220. Motion carried unanimously.

**APPLICATIONS**  
**STIPULATIONS**  
**ADMINISTRATIVE WARNINGS**

None

**ADJOURNMENT**

**MOTION:** Connie Ryan moved, seconded by Bonnie Gift, to adjourn the meeting at 12:02 p.m. Motion carried unanimously.

**NEXT MEETING: January 20, 2004**

**Agenda items for January 20, 2004**

- Status of Case Closings- from DOE Jack Temby
- Rick Unbehaun – Rule and Regulations on what are qualified courses for CE Credits
- Barb Showers – Nat’l Assoc Meetings, Attending seminars in surrounding states. Attending other state functions and using credit toward CE in Wisconsin.